



Date Adopted: June 4, 2013

Date Revised:

Title: Assistant Administrative Services Director/Budget

FLSA: Exempt/Management/At-Will

General Purpose:

Under administrative direction of the Administrative Services Director/Director of Finance, assists in directing, planning, organizing and administering the activities of all program areas within the Administrative Services Department; coordinates Division activities; provides highly responsible and complex administrative assistance and support to the Director. This position functions as a member of the Administrative Services management team in Departmental policy development, administrative planning and addressing of Departmental problems, budget development, and personnel recruitment. Serves as Acting Administrative Services/Director of Finance in the absence of the Director; and does related work as required.

Distinguishing Characteristics:

The Assistant Director of Administrative Services/Budget is a management position responsible for formulating policy, developing goals and objectives, supervising staff, and developing and administering City-wide budgets. Incumbents in this classification have a broad range of independence within policy and procedural limitations and work under minimal supervision. The incumbent is accountable to the Department Director for the effective management of personnel and the quality and efficiency of services directed. While the general parameters of the job are defined, the employee is expected to select and put into effect work procedures and practices which will lead to the effective and efficient accomplishment of Department goals. Recommendations on the improvement of Division activities are expected. The Assistant Director of Administrative Services/Budget provides direct supervision and management to professional, technical, contract and clerical staff in the Administrative Services Department.

This classification is distinguished from the Administrative Services Director/Director of Finance who serves as the Department Head of the entire Department.

Supervision Exercised:

Direct supervision and supervision through secondary supervisors is provided to personnel assigned to the assigned Division.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Working closely with the City Manager, Assistant City Manager and Administrative Services Director, directs the preparation of city-wide operating budgets; provides procedures, requirements, instructions, and schedules for budget input and preparation; directs and implements modifications to budget, payroll, position control, and financial systems; participates on city-wide task forces and is primary lead of the Budget Review Team.

Prepares and coordinates a five-year fiscal forecast and financial plan for operating departments, general fund, special revenue funds, internal service funds, capital project funds, and other agency funds.

Prepares city-wide summary of fund balance by fund and five-year citywide summary of expenditures and revenue by fund.

Prepares customized financial management reports; recommends corrective actions for resolution of budget performance issues.

Develops and balances a position control system that provides salary and benefit cost analysis information for all personnel; incorporates position control into budget documents and projects impacts on the five-year financial plan.

Recommends change to departmental policies and procedures, systems, and standards; participates in organization, staffing, and related management activities.

Oversees program staff during budget preparation; establishes work priorities and schedules; negotiates, schedules, and monitors contracted services.

Consult with Department Directors regarding budget issues and provides training in budget development procedures.

Reviews and approves expenditures within budget guidelines.

Monitors financial data collection systems.

Promotes the City's Mission to make Dublin a City of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Mission, Vision and Values Statement adopted by the City Council.

Establish procedures for budget control, transfers and revisions; prepare budget preparation procedures, schedules, forms and instructions for management use in budget processes.

Oversees the preparation and coordination of grant applications; obtain and calculate information and data necessary to accurately and effectively apply.

Administer financial aspects of contracts and grant programs; prepare reports and claims for grant programs; maintain records and monitor regulations, requirements, and reporting procedures necessary for the continuation of monetary disbursements; initiate necessary correspondence and change orders.

Coordinate department operating budgets; provide information, analysis and financial policy consultation services for departments related to budget preparation activities and other fiscal issues.

Conduct audits of financial records and procedures; audit accounts, projects, procedures, grants, contracts, departmental budgets and balance sheet accounts; recommend corrective action as appropriate.

Maintains and controls the adopted budget; review departmental and other assigned budgets; recommend mid-year adjustments and approaches to balancing budgets.

Coordinate assigned activities with other City departments, divisions and sections, and with other employees.

Participate in budget hearings; advertise hearings; prepare materials, charts and graphics for budget hearings and workshops.

Participate in the establishment of computer budget file; consult with information systems personnel to accomplish needed changes in systems and programs.

Prepare financial and budget related reports and analyses; perform special studies and analysis as required.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of:

Principles and practices of finance, investment and cash management, budget, and public accounting including business administration, program development, implementation, and management in a municipal setting;

Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area;

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration;

Applicable Federal, State, and local laws, codes, and regulations;

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research, record keeping and reporting methods, techniques, and procedures;

Modern office practices, methods, and computer equipment;

Computerized financial systems;

Customer service techniques.

Ability To:

Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner;

Communicate effectively with City staff, the public, and contractors, including preparing/presenting financial reports;

Analyze complex and sensitive funding and performance issues and negotiate resolutions;

Select, train, motivate, and evaluate the work of staff and train staff in work procedures;

Research, analyze, and evaluate new service delivery methods, procedures, and techniques;

Effectively administer special projects with contractual agreements and ensure compliance with stipulations;

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports;

Establish and maintain a variety of filing, record keeping, and tracking systems;

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;

Operate modern office equipment including computer equipment and specialized software applications programs;

Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences;

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines;

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Education: Possession of a Bachelor's Degree in Public or Business Administration, Accounting, or a related field. Master's Degree in Public or Business Administration, Accounting or a related field is desirable.

Experience: Five years of increasingly responsible experience in municipal budgeting, finance or accounting, including two years of supervisory responsibility.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Must have the willingness and ability to: work the hours necessary to accomplish the assigned duties, including evening and week-end hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.